



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
OFFICE OF ACQUISITION AND GRANTS

February 28, 2006

MEMORANDUM FOR: Associate Administrators
Staff Office Directors
Deputy Associate Administrators
Chief Financial/Administrative Officers
Heads of Contracting Offices

FROM: Director, Acquisition and Grants Office *Shen Hurcombe*

Subject: Fiscal Year (FY) 2007 Agency Acquisition Planning
Instructions

ACTION REQUESTED BY: May 31, 2006

Successful program management delivers the right solutions at best value, on time and within budget. Acquisition planning is critical to successful program management. By improving our acquisition planning process and discipline we will improve the value delivered for the taxpayer's dollar. Adequate planning at the time the requirement is identified can eliminate problems at the time of award and during contract administration, thereby shortening procurement lead-time and improving customer satisfaction.

Federal Acquisition Regulation (FAR) Part 7 implements the statutory requirement for acquisition planning. The NOAA Acquisition Handbook and this memorandum provide the specific annual guidance necessary for developing the Agency Acquisition Plan (AAP) for FY 2007.

Over the past FY, AGO has implemented a web-based advance acquisition planning tool, the Strategic Acquisition Management (SAM) system. There have been, frankly, varying levels of success in utilizing SAM both by program offices and by acquisition personnel. This type of formal acquisition planning is new to NOAA and we have learned some important lessons as we have gone forward. SAM has been improved over the course of FY 2006 to reflect the improvements requested or suggested by program and acquisition offices. Beginning with FY 2007, AGO will be required to report on a monthly basis, compliance with the AAP. Separately, I will provide the information that will be reported utilizing SAM.

Attachment B, FY 2007 Acquisition Planning Instructions are provided for guidance to the Line and Staff Offices and Program Directors. Consistent with the budget structure, each

Associate Administrator/Staff Office Director is responsible for the development and approval of his/her advance Component Acquisition Plan (CAP), which includes the individual Acquisition Plans in support of both the individual Line Office and Programs that fall within their budgetary authority. The policy of individually identifying planned acquisitions estimated at over \$100,000, as well as acquisitions of any dollar amount, if expected to result in a new contract, remains in place.

In order to maintain effective planning and execute timely awards, I urge you to limit fourth quarter spending to no more than 30 percent of the annual total when developing your FY 2007 Component Acquisition Plans. As well, I have found it beneficial to, wherever possible, to establish contracts on an “other than a Fiscal Year” basis (e.g., don’t have contracts begin early in the fiscal year and end late in the fiscal year). This helps to eliminate the uncertainty of funding availability and to minimize the number of funding actions associated with multiple continuing resolutions early in the fiscal year.

A summary of the changes from FY 2006 are identified in Attachment A.

If members of your staff have any questions, they may contact John Abbott (301-713-0325) of my staff.

Attachment A – Summary of Changes

Attachment B – Agency Acquisition Planning Instructions for Fiscal Year 2007

SUMMARY OF CHANGES

1. Interagency and Other Special Agreements (IOSAs) are now required to be included in the AAP.
2. HSPD-12 requirements will affect the planning process for acquisitions that require contractor access to NOAA systems and/or facilities.
3. Changes to servicing acquisition offices for FY 2007:
 - a. Headquarters NMAO offices are now serviced by the Staff Office/External Clients Acquisition Division.
 - b. All A/E or construction acquisitions will be processed through CRAD or WRAD. The only exceptions will be A/E or construction acquisitions generated by non-NOAA offices (e.g., NIST at Boulder) and for A/E services associated with hydrographic surveys, geodetic surveys, and sonar mapping which are discussed below. These offices have the requisite expertise to process these acquisitions. CRAD shall provide acquisition support for the following states: Maine, New Hampshire, Vermont, Massachusetts, Rhode Island, Connecticut, New York, New Jersey, Ohio, Pennsylvania, Delaware, West Virginia, Virginia, North Carolina, South Carolina, Georgia, Puerto Rico, Virgin Islands, Maryland (including NOAA Headquarters), District of Columbia, Minnesota, Wisconsin, Michigan, Iowa, Illinois, Indiana, Missouri, Kentucky, Arkansas, Tennessee, Louisiana, Mississippi, Alabama, and Florida.

Acquisitions for hydrographic surveys, geodetic surveys and sonar mapping are required to be acquired under the guidelines of the Brooks Act, which means that A/E acquisition processes apply. These A/E services will be processed by the requesting offices' servicing acquisition division. WRAD shall provide acquisition support for A/E and/or construction activities in the following states: Montana, North Dakota, Wyoming, South Dakota, Nebraska, Colorado, Kansas, New Mexico, Oklahoma, Texas, Alaska, Guam, American Samoa, Hawaii, Washington, Idaho, Oregon, California, Nevada, Utah, Arizona, New Mexico and the Northern Mariannas.

SO/EC AD shall continue to provide acquisition advice and guidance on the Pacific Regional Center being acquired under Interagency Agreement with the Department of Navy.

4. If the individual acquisition is either the renewal of, modification of, exercising an option under, or placing a task/delivery order against an existing contract, the contract number must be identified in the descriptive plan title.
5. If the individual line item is proposed to be an IOSA, the descriptive plan title must clearly identify that the requirement is an IOSA.
6. Individual line items proposed to be processed under COMMITS NexGen, shall be entered into SAM as any other acquisition irrespective of whether the COMMITS NexGen acquisition is processed in NOAA or in DOC Office of Acquisition Management (OAM). This enables the servicing Acquisition Office to review the requirement and determine the appropriateness of the suggested acquisition strategy and to determine whether it will be processed by that office under the Delegation of Procurement Authority from COMMITS NexGen or transferred to OAM for processing.
7. Procedures for acquisition planning associated with emergency situations.
8. Experience over the last year has shown that it is essential that good descriptions are entered into SAM. It is NOT sufficient to simply state “Renewal” or “Task Order” or “Services”. In order to enable the discussions that must occur as part of the planning process, it is critical that a good description of the planned acquisition be entered into SAM. Some suggestions:
 - a. If the planned acquisition is a renewal of an existing contract, identify that contract.
 - b. If the planned acquisition is a modification, including options, to an existing contract, identify that contract
 - c. If the planned acquisition is a task or delivery order against an existing contract, identify that contract
 - d. If the planned acquisition is an interagency or other special agreement, identify that fact in the description
 - e. If the planned acquisition is to be processed under COMMITS NexGen, identify that fact in the description
 - f. Providing a clear description of the item or service being acquired helps to identify the appropriate Specialist to assign the acquisition to based on expertise

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

AGENCY ACQUISITION PLANNING
INSTRUCTIONS FOR FISCAL YEAR 2007

Prepared by:
Acquisition and Grants Office

Issued:
February 28, 2006

National Oceanic and Atmospheric Administration
Agency Acquisition Planning Instructions
For Fiscal Year 2007

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Part I. Agency Acquisition Planning Requirements

A. Advance Acquisition Planning

Acquisition planning requires early communication and close coordination among: (1) each Program Manager; (2) Line and Staff Office management; (3) the cognizant acquisition division; and (4) internal and external review/approval authorities. This strategy will help assure that (1) NOAA's acquisitions are completed timely, effectively and efficiently; (2) Federal and Departmental Acquisition Regulations and Bureau acquisition policies are adhered to; and (3) meaningful data is provided to higher monitoring authorities.

B. Component Acquisition Plan (CAP)

The Agency Acquisition Plan (AAP) is a consolidation of the CAPs of the various components.. Given the current budgetary structure for NOAA, funding for all acquisitions flows from Line and Staff Offices. This means that Line and Staff Offices need to ensure that their plan includes not just the acquisitions that support their individual Line/Staff Office, but also those acquisitions that support the various NOAA programs and which may or may not be funded in part by another Line or Staff Office.

NOAA's web-based acquisition planning system, SAM, will assign a unique identifying number, called an Advance Procurement Plan (APP) number. A component's consolidated list of APPs is called a CAP. A consolidated list of CAPs is called the AAP.

Components must individually identify each of their planned acquisitions or APPs as follows:

1. Where the estimated life cost is over \$100,000 or when a modification to an existing contract that changes the terms/conditions of that contract and the value of the modification itself exceeds \$100,000.
2. Anytime the acquisition is expected to result in a new contract award, regardless of dollar value.
3. A modification to exercise an option or a task/delivery order under an existing NOAA contract, regardless of dollar value.
4. Interagency or Other Special Agreements (IOSAs) as defined in the DOC Interagency and Other Special Agreements Interim Handbook dated May 2004, if they exceed \$100,000. **This is a new requirement for individual plans. Begin the plan name of each IOSA with IOSA as the beginning of the plan name.**

C. Items Excluded from the CAP/AAP:

The following items are specifically excluded from the CAP/AAP:

1. Federal Standard Requisitioning and Issue Procedures (FEDSTRIP) – Requests for supplies and equipment that are acquired from the uniform requisitioning and issue system.
2. Printing – Requirements that are acquired in house via the Standard Form 1, Printing and Binding Requisition, to the Government Printing Office.
3. Travel – NOAA employee requirements that are authorized via Travel Order.
4. Telephone Utility Services – Actual telephone bills.
5. Training – Requirements acquired using the Request, Authorization and Certification of Training form.
6. Expenditures resulting in Obligation and/or Payment of Funds to Another Federal Government Agency – for example, Reimbursable Work Authorizations.
7. Grants – Any expenditure appropriately processed as a Grant or Cooperative Agreement under the Grants and Cooperative Agreement Act.
8. Administrative modifications to existing contracts which do not change the dollar value of the contract.

D. Information Technology System (ITS) Acquisitions and Acquisitions Requiring Contractor Access to NOAA Systems and/or Facilities

Planners need to ensure that appropriate planning and security requirements are taken into consideration whenever planning to acquire IT equipment, software and/or services or whenever Contractor personnel will have access to NOAA systems or facilities. Close coordination with the component Chief Information Officer (CIO) and/or the NOAA CIO's office or the DOC Office of Security is required well in advance of need. See Acquisition News, Issue 4, for additional guidance on HSPD-12 requirements.

E. Budget and Spending Limitations

Individual CAPs must be consistent with the estimates in NOAA's FY 2007 budget and should reflect the Component's/Program's spend plan.

Efforts should be made to limit the use of funds in the fourth quarter to no more than 30 percent. As well, planning must take into account that NOAA has a variety of

funding streams—one year, two year, no-year, etc. funding. As well, it is recommended that every effort be made to get contracts off a “fiscal year schedule.” Given that we rarely have an appropriation at the start of the fiscal year, it is recommended that contract schedules be developed to start and end at other than the start/end of the fiscal year. This ensures that required acquisitions can proceed and that multiple funding actions associated with funds available under a number of continuing resolutions are not required to be processed.

F. Submission of CAPs

CAPs shall be submitted through AGO’s web-based acquisition planning system, SAM. All components are required to develop their CAP, which will consist of all known acquisitions planned in FY 2007 from their individual component and from all programs for which they have budgetary responsibility. CAPs should be entered into SAM (created, approved and submitted to the cognizant Acquisition Division) by May 31, 2006. Line and Staff Offices and Program Managers should carefully review the planned FY 2007 budget and identify all dollars that are planned to be executed through the award of an acquisition. In addition to new acquisitions, this should include, as well, all on-going acquisitions where there are incremental funding requirements, options or renewals that will need to be executed in FY 2007. Requirements not known and submitted by May 31, 2006, should be entered into SAM when they become identified and funding is known to be available.

G. Deletion of APPs

Whenever it becomes known that a planned acquisition is to be cancelled, for whatever reason, such cancellation should be executed through SAM.

Part II. Development of the CAP

A. Development of the CAP in SAM

1. Component Acquisition Planning Coordinators (APCs) should ensure that all personnel required to access SAM have been established as system users in SAM. Contact the SAM help desk of the Acquisition and Grants Office via e-mail (SAM.help@noaa.gov) to identify any changed or new individuals in your Line/Staff Office will be fulfilling what role (initiator, approving official, budget official, property official). You are also welcome to contact John Abbott, of the Acquisition and Grants Office, via e-mail (John.J.Abbott@noaa.gov) if you need further assistance. AGO will ensure that SAM access is established consistent with your Component’s requirements and will advise all individuals when their access has been established.

2. SAM is designed to be user-friendly with many “drop down boxes” where initiators can select the appropriate fill-in. The information needed to generate an individual Acquisition Plan in SAM are as follows:
- a. Identify planned acquisition as an “individual plan” or a part of the component’s “small plan” – Drop down box – select individual plan or small plan. **NOTE: Small plans do not have to be submitted individually. A dollar estimate for each quarter can be submitted to SAM.help@noaa.gov and entered into SAM by any Office’s sub-component in SAM. If done in this manner, small plan requisitions can be submitted using the small plan number without submitting small plans individually.**
 - b. Identify “Client Project Officer” – Enter plan submitter’s name as used in SAM user name. User name equals name as written and formatted in e-mail address.
 - c. Identify “Client FMC” – Select appropriate FMC from Drop Down Box.
 - d. Identify “Acquisition Office” – Select cognizant Acquisition Office from Drop Down Box. If it is planned to have an individual acquisition processed under COMMITS NexGen, the NOAA cognizant Acquisition Office is to be selected. NOAA has been delegated acquisition authority to make awards under these DOC contracts. The cognizant Head of the Contracting Office (HCO) in NOAA will determine whether their Division will process the acquisition under COMMITS NexGen or submit it to the COMMITS office in the DOC Office of Acquisition Management. Similarly, if it is planned to transfer funds to another agency under an IOSA, for that agency to conduct an acquisition, the acquisition will be submitted to the cognizant servicing acquisition office for review by the HCO.
 - e. Enter a clear and descriptive Plan Title – This is a text field and should include a clear description of the planned acquisition (e.g., IT equipment is insufficient; PC, printer, scanner for use in the NWS Director’s Office is better; renewal of Contract XXXXXXXXXX is insufficient; renewal of contract for janitorial services at Western Regional Center is better). **Whenever the specific acquisition is either the renewal of, modification of, exercising options under, or placing a task/delivery order against an existing contract, that Contract Number shall be identified in the descriptive plan title.**

If the identified requirement is an IOSA, that fact will be clearly identified in the descriptive Plan Title (e.g., Task Against

Interagency Agreement with Navy for construction of the Pacific Regional Center).

- f. Enter Estimated Total Value of the acquisition – Total Value includes:
1. Base period and all options of multi-year acquisitions
 2. Maximum value of base period and any options for Indefinite Delivery/Indefinite Quantity contracts
 3. Value of total estimated quantity for base period and any options for Requirements-type contracts
 4. Total value for complete performance for any incrementally funded contracts
 5. Total value for all acquisitions (e.g., a fixed price contract that may take several years to complete but that are fully-funded at inception)
- System will enter Dollar signs, commas and decimal point.
- g. Enter Planned FY 07 Obligation – Total Value of actual dollars planned to be obligated in FY 07.
- h. Enter Leading Type of Money – Select from the drop-down box the primary type of funds to be obligated.
- i. Enter any appropriate Comment on Type of Money – Text entry fill in to relay any appropriate information regarding funding proposed for the acquisition (e.g., funding to be provided by multiple offices or funding to be provided by State of Delaware or do not award before start of 3rd quarter to be consistent with spend plan).
- j. Enter Desired Award Date – Enter date by which award is desired or required in MM/DD/YYYY format.
- k. Enter Client Submission Date – Enter the date by which the requisition and any required supporting documents (SOW/SOO, evaluation criteria, request for delegation of source selection official authority, all required clearances) is planned to be submitted to the cognizant acquisition office. This date may change once the planned acquisition is assigned to a contract specialist and a specific acquisition strategy is negotiated to reflect the standard procurement action lead time selected and based on the NOAA Acquisition Handbook. Initiator should identify the date it is planned to submit the complete

acquisition request package to the cognizant acquisition office in MM/DD/YYYY format.

- l. Enter the Leading Goal – Select from the Drop Down Box the leading goal.
- m. Enter any Comments regarding the Leading Goal – For example, if multiple goals or programs will be supported by the planned acquisition, the initiator could identify the other goals or programs supported.
- n. Enter the Leading Object Class – Select from the Drop Down Box of Object Class Codes and Descriptions.
- o. Insert the e-mail address of the Planned Contracting Officer Representative (COR).
- p. Enter the appropriate FSC Code – Select from the Drop Down Box of FSC Codes and Descriptions
- q. Enter the Requisition Number – Enter 2 digit code for Acquisition office bureau (NOAA = NA); 6-digit office routing code; hyphen; 1-digit year; hyphen; 5-digit sequential number by routing code. EXAMPLE: NAAW6000-06-0012. This number may be entered at any time and is not required at the point the initial plan is developed.
- r. Enter Yes or No – Approving official completes this field when the planned acquisition is approved or not-approved for inclusion on the CAP.

Note that this system will permit the entry of plans for fiscal years beyond 2007; therefore, where there are known acquisitions that will occur in later fiscal years or where there is a particularly long lead time to process the acquisition, they can be included at the time of preparation of the FY 07 plan.

B. Changes to the CAP

SAM is designed to establish formalized approval structures within Line and Staff Offices and to permit a real-time view to acquisitions in NOAA. As such, it is expected and, in fact, required that the CAP be updated as new acquisitions are identified throughout the fiscal year. Every requisition submitted to a NOAA acquisition office must identify the associated acquisition plan number (which will automatically be assigned by SAM when the plan is entered and approved for submittal to a NOAA acquisition office).

C. Exceptional Situations Precluding Advance Planning

As we learned with the hurricane season in FY 2005, flexibility must be built into the process to accommodate the processing of acquisitions for true emergency situations. This DOES NOT include acquisitions not included in the acquisition plan based on known budget information at the time of CAP due date. It applies to true emergency acquisitions such as those experienced in the aftermath of Hurricanes Katrina and Rita. In such events, the requirement for a written acquisition plan is waived. However, an oral plan will be agreed to and will be memorialized in the acquisition file by the Contract Specialist processing the acquisition. This memorialization will include a summary of the oral plan, the name of the approver, and the nature of the urgency that justifies the use of an oral plan. The summary must be included in any justification for using other than full and open competition required by FAR 6.302-2(c) (justification for other than full and open competition based on unusual and compelling urgency), or for using an exception to the fair opportunity process required by FAR 16.505(b)(4) (justification for soliciting award from only one awardee under a multiple award Indefinite Delivery, Indefinite Quantity type contract). The summary may be prepared after award if preparation before award would unreasonably delay the acquisition. A copy of every such oral plan memorialization shall be provided to the Bureau Procurement Official (the Director, Acquisition and Grants Office). These plans do not have to be entered into SAM, but are required to be identified by a plan number configured as follows:

Acquisition Office Code, FY, sequential number by Acquisition Office (e.g., AB-07-0001).

Part III. Processing PRs

A. Relationship Between PRs and APP Line Items

SAM assigns every planned acquisition an APP Line Item number. This is the individual acquisition plan number and must be referenced on the PR submitted to the acquisition office. There should be only one PR associated with each APP line item number with the following exceptions:

1. An amendment to a PR decreasing the dollar amount of a PR previously received in the cognizant acquisition division that is **not Closed.** (See B below.)
2. An amendment to a PR increasing the dollar amount of a previously received PR in the cognizant acquisition division that is **not Closed.** (See B below.)
3. PRs that are to be part of the same acquisition if a PR was previously received in the cognizant acquisition Division.

4. There is no limit to the number of PRs that can be associated with a small APP number.

B. Amended PRs

PRs can only be amended if the original PR has not been awarded and closed out. If the original PR has been awarded and closed out, a new PR number must be assigned.

Note: Amended PRs for additional funds should be numbered as an amendment to the original. If additional funds are needed in order to proceed with an award, those funds must be requested and received before the award can be made.

C. Deficient PRs

Any PR submitted without an APP line item number or does not fully adhere to these instructions will be deemed deficient. The PR will not be processed in the acquisition division until the deficiency is corrected. Only the cognizant HCO can grant an exception to this policy. A PR that fails to include appropriate supporting documentation and/or clearances/approvals will also be considered deficient. The development of the acquisition strategy (one or more conversations between the initiator and the assigned contract specialist) should lead to a complete understanding of what needs to be submitted with the PR and, wherever possible, draft versions of the supporting documentation should be provided in advance to the assigned Contract Specialist for review/concurrence. This will mitigate the need to send documents back to the initiator for revisions.

Deficient PRs will be handled as follows:

1. A PR that shows a total dollar amount over \$100,000 will be treated as an individual APP line item PR. The cognizant HCO will contact the responsible individual in the Line/Staff Office to have an individual APP line item created.
2. A PR that shows a total dollar amount of \$100,000 or less will be treated as a small APP line item PR unless it is apparent that it is expected that the requisition will result in a new contract award, a modification to exercise an option to a NOAA contract or to change other terms/conditions of an existing NOAA contract, or a task/delivery order against an existing NOAA contract.
3. In all cases, a maximum of 14 calendar days will be allowed for the correction of all identified deficiencies. If the identified deficiencies have not been corrected by the close of business on the 14th day, the requisition will be returned to the initiator for re-negotiation of a milestone plan for the APP and re-submittal of the corrected package to the cognizant acquisition office.

Part IV. Procedure for Negotiating/Preparing Milestone Plans (MP) and Establishing the Governing MP Dates

A. Negotiating and Preparing an MP

The Milestone Plan is based on the Procurement Action Lead Times for the various types of acquisitions included in the NOAA Acquisition Handbook. The standard lead times will be utilized unless mutually agreed to by the Initiator, the assigned Contract Specialist and the appropriate AGO approving official. The milestones identified for each type of acquisition reflect the procedural steps that must be taken in order to execute the acquisition and reflect the normal processing time for completing each step in the process. An MP must be generated for all new contract actions and is required at the discretion of the cognizant HCO for any acquisition other than a new contract. SAM will generate the milestone plan and maintain an electronic status of every planned acquisition. Once an acquisition is begun, it is the responsibility of the assigned Contract Specialist to maintain the currency of the milestone plan.

The assigned Contract Specialist will initiate discussions with the assigned Project Officer early in the planning process to gain a better understanding of the requirement, to develop an appropriate acquisition strategy and to share with the Project Officer the steps in the process and what the Project Officer's responsibilities will be at each step of the process. The NOAA Acquisition Handbook provides similar guidance. It is also, at this time, appropriate to identify who will be the assigned Contracting Officer Representative (COR) upon contract award. In most cases, this is the Project Officer. The COR needs to be current in all required training and must understand the planned acquisition and his/her roles/responsibilities once the contract has been awarded. As well, it may be necessary to include (if not already included) appropriate performance standards in the designated CORs annual performance plan to include performance standards for their COR responsibilities and duties depending on the level of commitment necessary to execute COR responsibilities.

B. Completing an MP and Establishing Planned MP Dates for an APP Line Item

MPs establish planned dates for submittal of the acquisition request to the acquisition office and a planned award date, as well as, key milestones in the acquisition process appropriate for the individual acquisition. Any revision to the established submittal date of the acquisition request to the cognizant acquisition office and the planned award date established in the MP requires that the MP be renegotiated by the Contract Specialist and Project Officer and approved by the AGO approving official.

Negotiated MP dates must be adhered to regardless of the cutoff dates shown in Exhibit 1, Purchase Request Receipt Cutoff Dates. The MP establishes the specific cutoff date for submission of the planned acquisition request to the cognizant acquisition office and supersedes the generic dates established in the PR Receipt

Cutoff Dates and reflects the specific steps that must be accomplished in the execution of the specific acquisition.

Part V. Processing Acquisition Requests

A. Grace Period for Late PRs Associated with MPs

A PR identified with an APP line item number that is received in the cognizant acquisition division up to 5-calendar days past the governing planned PR submittal date on the MP will be accepted in the cognizant acquisition office as timely. A late PR is defined as a PR that is received more than 5 calendar days past the planned PR submittal date specified in the MP.

B. Acquisition Division Processing of a Late PR

Late PRs are routed directly to the responsible Acquisition Division. On a case-by-case basis, the cognizant HCO has the right to retain or return a late PR. If the PR is retained, the Division may elect to renegotiate the MP and generate a new one to reflect the new planned award date. If it is determined that the PR should be returned to the initiating component or otherwise re-routed, the PR is returned and an e-mail notification is prepared to the initiating component. If the HCO decides the APP line item should be deleted, he/she informs the designated Component Planning Coordinator.

C. Deletion of an APP Line Item Number

If an APP line item number is no longer needed, it should be deleted.

D. Acquisition Division Processing of a New APP Line Item (Unplanned)

PRs that arrive in any NOAA acquisition division without an APP line item cannot be routed to a Contract Specialist until the APP line item is entered into the CAP by the initiator and approved by the appropriate approval chain within the component. The PR will then be associated with the APP line item and routed to the appropriate Specialist for processing.

Part VI. Duties and Responsibilities of the CPC

It is recommended that each Line and Staff Office designate an appropriate individual to serve as the Component Planning Coordinator (CPC). The duties and responsibilities of the CPC as they relate to Acquisition Planning are:

A. Focal point for acquisition planning in their component.

B. Receive and disseminate planning information from AGO to all appropriate individuals within their component.

- C. Educating individuals within their component who are substantially involved in the NOAA acquisition planning process.
- D. Assisting their component's management and Program Managers with obtaining information on acquisition planning and acquisition status.

Exhibit 1
Purchase Request (PR) Receipt Cutoff Dates

February 28, 2006

MEMORANDUM FOR: Associate Administrators
Staff Office Directors

FROM: Helen Hurcombe */original signed by/*
Director, Acquisition and Grants Office

SUBJECT: Fiscal Year 2006 and 2007 Procurement Cutoff Dates

In accordance with the Year End Closing Instructions issued by the Finance Office, all Fiscal Year (FY) 2006 obligations must be recorded by **9/26/2006**.

The following cutoff dates have been established by the Acquisition and Grants Office for receipt of FY 2006 and 2007 procurement requests. The FY 2006 dates should also be used as a guide for the submission of FY 2007 procurement requests for new or continued services with a start date of October 1, 2007. Please use these dates as guidelines in planning your procurement requests.

<u>Dollar Value of Procurement Action</u>	<u>FY 2006 Cutoff Date*</u>	<u>FY 2007 Cutoff Date*</u>
\$0.00 - \$24,999.99	August 31, 2006	August 31, 2007
\$25,000.00 - \$100,000.00	July 17, 2006	July 17, 2007
Any order for services against an existing contract (GSA Schedule, GWAC, IDIQ)	June 30, 2006	June 29, 2007
Any other order against an existing contract (GSA Schedule, GWAC, IDIQ)	August 1, 2006	August 1, 2007
\$100,001.00 - \$499,999.00	May 1, 2006	May 1, 2007
\$500,000.00 - \$4,999,999.99	February 28, 2006	February 28, 2007
\$5,000,000.00 - \$9,999,999.99	January 30, 2006	January 30, 2007
\$10,000,000.00 and up	October 1, 2005	October 1, 2006

*Assumes receipt of a complete procurement request package (ready requisition) with all necessary approvals and documentation.

These cutoff dates are provided as general guidance to be utilized when developing component acquisition plans. Each planned acquisition will have a milestone plan negotiated between the assigned Contract Specialist and the Project Officer which will establish submittal and completion dates for each acquisition.

While some of the dates for FY 2006 have already passed, the above dates are not inconsistent with cutoff dates established in prior fiscal years and they were provided to all Line and Staff Offices by memorandum from the Director, Acquisition and Grants Office, on May 10, 2005. These cutoff dates have been established based on many years of application of the statutory and regulatory requirements governing the processing of acquisitions in the federal Government and are calculated to permit full compliance with those statutes and regulations and to accommodate the increased acquisition workload that occurs at the end of each fiscal year. If there are acquisitions valued at \$100,000 or more to be submitted for award in FY 2006, the requesting program office should immediately contact their servicing Acquisition Management Division to discuss acquisition strategy and to determine the feasibility of processing the acquisition this fiscal year recognizing the statutory, regulatory and policy requirements associated with acquisitions of this dollar value and higher.

In keeping with long-standing policy, all requisitions will be accepted for processing, no matter when they are received and handled on a "best efforts" basis. However, procurement requests received after the established

cutoff dates will require written explanation and clearance by line/staff office senior management. This approval requirement was implemented for two reasons. First, to promote advance acquisition planning and to keep Line/Staff Office senior management informed of acquisitions being submitted late. Secondly, depending on workload, it may become necessary to prioritize acquisition requirements to permit the most critical acquisitions to be processed before others. Knowing what is being submitted after the cutoff dates will help Line/Staff Office senior management make these decisions.

Accordingly, each procurement request submitted after the above cutoff dates must be accompanied by either a hard-copy memorandum or an e-mail request from the line office Assistant Administrator/Staff Office Director (or their delegate) to the Director of the servicing Acquisition Management Division documenting the reason why prior notification and submission was not possible, the criticality of the proposed acquisition and the impact of not making the award this fiscal year (see Attachment 1 for a suggested format). The Assistant Administrator/Staff Office Director may delegate this authority to their Deputy Assistant Administrator/Deputy Director or Chief Financial Officer. Notification of such delegations should be provided to the Acquisition and Grants Office for dissemination to all Acquisition Management Divisions. Further re-delegations will be considered on a case-by-case basis upon discussion with the Director, Acquisition and Grants Office. Delegations from FY 2005 need to be re-affirmed or new delegations established.

To assist program offices in planning for current and future acquisitions, the Type of Acquisition Action (TAA) List, Exhibit 2, found under Part 7 of the NOAA Acquisition Handbook provides standard procurement action lead times. These are generically established lead times for processing acquisitions of different types and dollar values. We are working to refine these lead times as part of our advance acquisition planning process and after tracking actual processing times this fiscal year.

[Attachment 1 - Late Submittal Template](#)

cc: Deputy Assistant Administrators
Staff Office Directors
Chief Financial Officers
Heads of Contracting Offices

TO: Director
Acquisition Management Division

FROM:

Subject: Justification for Acceptance of Procurement Action After Cutoff Date

Requisition No. _____

Description _____

Project Officer _____

Purpose and Criticality of Acquisition:

[insert an explanation of the purpose of the acquisition (e.g., continues maintenance of critical equipment; in support of newly mandated policy, research, programmatic requirements; corrects deficiency that has been identified, etc.)]

Example: Acquisition will provide for the continued maintenance of the XXX facility. This contract provides janitorial and housekeeping services for the entire facility housing 300 NOAA employees. Without these services the facility will not be maintained in a safe, healthy working environment and the facility will deteriorate. This contract will provide services to sustain acceptable working conditions for all employees at the facility.

Priority of the Acquisition:

[insert an explanation of what priority the particular acquisition has]

Example: This contract provides for services that help to ensure a safe working environment for NOAA employees. It is essential to ensuring that the facility remain open and operating. Thus, this acquisition is the highest priority.

Reason for Delayed Submittal:

[insert an explanation of the reasons for the delayed submittal] Example: This is a new program and budget uncertainties precluded submission prior to receipt of final budget allocations.

Exhibit 2
Procurement Action Lead Times

Type of Acquisition Action

Code	Description	PALT*
201	Delivery Orders & Simplified Acquisition up to \$25,000	15
202	Simplified Acquisition over \$25,000 to \$100,000	75
203	Delivery or Task Orders Over \$25,000	30
204	Complex Delivery or Task Orders	60
205	Simplified Acquisition \$2,501-\$100,000 Wage Determination Required	100
206	Test Program for Commercial Items \$100,000 to \$5,000,000	120
210	Sealed Bid \$100,000 to \$500,000	94
211	Sealed Bid, \$500,000 to Indefinite	106
212	Sealed Bid, \$100,000 to \$500,000, Wage Determination – Location Known	138
213	Sealed Bid, \$500,000 to Indefinite, Wage Determination – Location Known	150
214	Sealed Bid, \$100,000 to \$500,000, Wage Determination – Location Unknown	146
215	Sealed Bid, \$500,000 to Indefinite, Wage Determination – Location Unknown	158
220	Negotiated Competitive, \$100,000 to \$10,000,000	180
221	Negotiated Competitive, \$10,000,000 to indefinite	201
222	Negotiated Noncompetitive, \$100,000 to indefinite	174
223	Negotiated Competitive, \$100,000 - \$10,000,000, Wage Deter.-Location Known	224
224	Negotiated Competitive, \$10,000,000 to indefinite, Wage Deter. – Location Known	239
225	Negotiated Competitive, \$100,000 - \$10,000,000, Wage Deter. – Location Unknown	222
226	Negotiated Competitive, \$10,000,000 – Indefinite, Wage Deter. – Location Unknown	243
227	Negotiated Noncompetitive - \$100,000 – Indefinite, Wage Deter. – Location Unknown	222
230	Modification to Order	21
231	Misc. Modification – Administrative Change	20
232	Misc. Modification – Funding \$0 – Indefinite	30
233	Misc. Modification – Option \$0 – Indefinite	40
234	Misc. Modification – Unilateral Change Order - \$0 – Indefinite	30
235	Misc. Modification – Option \$0 – Indefinite, Wage Determination	75
240	Supplemental Agreement up to \$25,000, outside scope	67
241	Supplemental Agreement \$25,000 - \$500,000, outside scope	142
242	Supplemental Agreement, \$500,000 to Indefinite, outside scope	163
243	Supplemental Agreement up to \$25,000, outside scope, wage determination	118
244	Supplemental Agreement \$25,000 to \$500,000, outside scope, wage determination	150
250	8(a) Acquisition, \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing)	146
251	8(a) Acquisition \$3,000,000 – indefinite (\$0 - \$5,000,000 – Indefinite if	

	manufacturing	186
252	8(a) Supplemental Agreement \$0 – Indefinite	112
253	8(a) \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing) Wage Determination – Location Known	157
254	8(a) \$3,000,000 – indefinite (\$5,000,000 - indefinite if manufacturing) Wage Determination – Location Unknown	226
255	8(a) \$0 - \$3,000,000 (\$0 - \$5,000,000 if manufacturing) Wage Determination – Location Unknown	182
256	8(a) \$3,000,000 – Indefinite (\$5,000,000 – Indefinite if manufacturing) Wage Determination – Location Unknown	228
257	8(a) Supplemental Agreement \$2,501 – Indefinite, Wage Determination	154
260	A-76 Negotiated Competitive, \$100,000 - \$10,000,000, Wage Determination – Location Known	322
261	A-76 Negotiated Competitive \$10,000,000 – Indefinite; Wage Determination, Location Unknown	
262	A-76 Negotiated Competitive \$100,000 - \$10,000,000, Wage Determination, Location Unknown	
263	A-76 Negotiated Competitive \$10,000,000 – Indefinite, Wage Determination, Location Unknown	
264	A-76 Sealed Bid \$100,000 - \$500,000, Wage Determination, Location Known	
265	A-76 Sealed Bid \$500,000 – Indefinite, Wage Determination, Location Known	
266	A-76 Sealed Bid \$100,000 - \$500,000, Wage Determination, Location Unknown	
267	A-76 Sealed Bid \$500,000 – Indefinite, Wage Determination, Location Unknown	
270	NISH Contract	282
271	NISH Supplemental Agreement	222
276	A&E Negotiated Competitive \$100,000 – Indefinite	218
280	Misc. Supplemental Lease Agreement	91
999	Awards up to \$2,500 (Pilot)	5

*Days

Exhibit 3
Acquisition Points of Contact

<u>Office</u>	<u>Contact Point</u>	<u>Phone No.</u>	<u>e-Mail Address</u>
High Performance Computing Acquisition Staff	William Voitk	301-713-3525 X196	William.Voitk@noaa.gov
Satellite Program Acquisition Staff	Robert Ransom	1-443-745-8544 301-495-7040	Robert.Ransom@noaa.gov
NWS Acquisition Division	Daniel Clever	301-713-3405 X153	Daniel.L.Clever@noaa.gov
NESDIS Acquisition Division	Tom Genovese	301-713-3478 X170	Tom.Genovese@noaa.gov
NOS/NMFS/OAR Acquisition	Mitch Ross	301-713-0820 X108	Mitchell.J.Ross@noaa.gov
Staff Office/External Client Acquisition Division	Gary Rice	301-713-0838 X190	Gary.Rice@noaa.gov
Eastern Region Acquisition Division	Jack Salmon	757-441-6893	Jack.O.Salmon@noaa.gov
Central Region Acquisition Division	Jeanie Jennings	816-426-7458	Jeanie.M.Jennings@noaa.gov
Mountain Region Acquisition Division	Daniel Gomez	303-497-3515	Daniel.R.Gomez@noaa.gov
Western Region Acquisition Division	Heide Sickles	206-526-6033	Heide.L.Sickles@noaa.gov
NDBC Acquisition Office	Tim Black	228-688-2382	Tim.Black@noaa.gov